

PART 2057 - TRAINING

Subpart D - Individual Development Plans (IDPs)

§2057.151 Background.

(a) In 1981, Farmers Home Administration (FmHA) management shifted from a centralized National Office administered training operation to a decentralized, State directed operation. FmHA closed its two training centers and directed the States and the Finance Office to manage their own employee development and training activities.

(b) Although this shift resulted in a decrease in the annual cost per training incident, it surfaced a number of management concerns regarding the administration of training and development activities. Among these concerns is the difficulty management has experienced in:

- (1) Identifying individual and organizational development needs;
- (2) Selecting optimum development activities; and,
- (3) Preparing development schedules.

§2057.152 Purpose.

The Individual Development Plan (IDP) provides FmHA officials and employees with a systematic process which will enable them to effectively identify individual development needs, select optimum development activities, and prepare development schedules.

§2057.153 Legal and regulatory basis.

Activities carried out under the IDP process are pursuant to, and consistent with, the provisions of:

- (a) Public Law 85-507, "The Government Employees Training Act," July 7, 1958.
- (b) FPM Chapter 410, Subchapter 2, "Determining Training Needs."
- (c) DPM Chapter 410, Subchapter 2, "Determining Training Needs."
- (d) USDA Personnel Bulletin No. 410-453, "Individual Development Plans," June 17, 1988.

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Personnel  
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§2057.154 Coverage.

The IDP procedures apply to all permanent full-time employees of FmHA.

§2057.155 Policy.

FmHA's policy in implementing the IDP process will:

- (a) Assure that all covered employees have completed and implemented an IDP.
- (b) Assure that the identification of development needs and selection and scheduling of development activities (training and non-training) are consistent with FmHA and State programs and administrative missions and goals.
- (c) Require a procedure for monitoring the utilization of IDPs.

§2057.156 Basic procedures.

(a) The general process and procedures by which individual development needs are identified, development activities are selected, and development schedules established and implemented are as follows:

- (1) Identify the knowledges, skills, and abilities (KSAs) needed and used by an employee to perform the official duties and responsibilities of his or her assigned position.
- (2) Assess the degree to which the employee possesses the required KSAs. Those KSAs which need to be acquired/developed/improved/refreshed/sustained are designated as individual development needs.
- (3) For each KSA which needs to be acquired/developed/improved/refreshed/sustained, select the optimum development activity (training or non-training) which will assist the employee in attaining the desired level of expertise.
- (4) Prepare a development schedule. The schedule shall include a list of the selected development activities in order of sequence (by calendar date) for accomplishing each activity.

## §2057.156 (Con.)

(b) The results of the needs assessment, selection of developmental activities, and preparation of the development schedule are to be documented on Form RD 2057-13, "Individual Development Plan." The IDP should be prepared on or about the time an employee is scheduled to receive his or her annual performance rating, reviewed annually, and revised or updated as necessary.

(c) To assist FmHA employees and their supervisors in identifying development needs, selecting development activities, and preparing development schedules, the FmHA published "Guide to Creating Individual Development Plans (IDPs)" has been developed. Copies can be ordered from the Granite City Warehouse, Finance Office.

## §2057.157 Assignment of responsibilities.

Within the context of the IDP system, the following responsibilities are assigned:

- (a) Human Resources Development and Training Staff is responsible for:
  - (1) Providing general direction, leadership, and staff assistance in the development and establishment of employee development activities.
  - (2) Developing resource materials and instruments for implementing and conducting the IDP system.
  - (3) Monitoring Agency-wide utilization of the IDP system.
- (b) Associate and Deputy Administrators are responsible for:
  - (1) Implementing the IDP system within their domain of responsibility.
  - (2) Assuring that all covered employees within their domain of responsibility have an IDP.
- (c) State Directors are responsible for:
  - (1) Implementing the IDP system within their State.
  - (2) Assuring that all covered employees within their State have an IDP.

(d) Assistant Administrators and Division and Staff Directors are responsible for:

(1) Implementing the IDP system within their domain of responsibility.

(2) Assuring that all covered employees within their domain of responsibility have an IDP.

(e) Supervisors are responsible for:

(1) Conducting annual "employee development conferences" with all covered employees under their direct supervision.

(2) Assuring that the general process and procedures by which individual development needs are identified, development activities are selected, and development schedules prepared are followed.  
(Refer to §2057.156 of this subpart.)

(f) Basic responsibility for each covered employee's development rests with the employee. Each employee is encouraged to exhibit initiative in developmental activities and to demonstrate improvements that result from these activities.

§§2057.158 - 2057.200 [Reserved]

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